

ANIMAL SHELTER SUPERVISOR

DEFINITION

To provide working lead and shift supervision to Animal Shelter personnel in cleaning and maintaining kennels and related areas of the Animal Shelter; in receiving, feeding, caring for and administering euthanasia to animals; in assisting the public in claiming or adopting animals and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by Animal Services Manager or other assigned supervisory staff. Supervise Animal Care Attendants and volunteers,

DISTINGUISHING CHARACTERISTICS

This is the supervisory class in the Animal Care Attendant series. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing technical and functional supervision over shelter personnel.

ESSENTIAL DUTIES – Essential responsibilities and duties may include, but are not limited to the following:

1. Coordinates, prepares schedules and directs work of full time and per diem kennel staff.
2. Prepares work schedules and assigns personnel to various tasks.
3. Maintains, coordinates and orders shelter food, medical and maintenance supplies.
4. Selects and approves animals for adoptions and euthanasia.
5. Plans and coordinates on going shelter maintenance projects.
6. Ensures owner notification on redemptions and adoptions.
7. Resolves disputes over potential adoptions and redemptions.
8. Acts as liaison with local rescue groups.
9. Maintains accurate inventory of impounded animals.
10. Performs Animal Care Attendant duties as needed.

11. May be assigned to act in the absence of the Animal Shelter Manager.
12. Evaluates performance of the Animal Care Attendants; work with employees to correct deficiencies; implement disciplinary procedures; and counsels employees.
13. Train and develop shelter staff.
14. Coordinates veterinarian exams and maintains accurate treatment records; administers medication, vaccinations and euthanizes animals.
15. Develops and recommends strategies for maintaining a healthy environment and reduce disease contamination.
16. Performs related duties as required.

QUALIFICATIONS – Knowledge, Skills and Abilities:

Knowledge of:

- A. Care and feeding of animals.
- B. Performing euthanasia in a humane manner.
- C. Breed identification of animals.
- D. Principles of supervision, training, and performance evaluation.

Ability to:

- E. Recognize a variety of zoonotic and animal related diseases.
- F. Read, write and perform basic math in order to maintain accurate written records.
- G. Deal patiently, compassionately and effectively with frightened, fractious and injured animals.
- H. Humanely control, lift and carry a variety of animals up to fifty pounds.
- I. Communicate effectively and courteously with the public and co-workers.

- J. Develop and maintain cooperative work relationships.
- K. Work with a variety of chemicals and disinfectants.
- L. Work in a noisy and odorous environment consisting of various small or large animals and reptiles.
- M. Perform intensive general labor requiring long periods of walking or standing.
- N. Work rotating shifts, holidays and weekends.
- O. Administer medication and vaccinations to animals.
- P. Operate a portable radio.

EXPERIENCE AND TRAINING

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years experience comparable to that of an Animal Care Attendant in the City of Hayward.

Education and Training:

Equivalent to the completion of the twelfth grade. Experience or supplemental courses in supervision is highly desirable.

License/Certificate:

Possession of a valid Class C California Driver's License at time of appointment.
Certificate of completion of training in humane euthanasia issued by a recognized training

SPECIAL REQUIREMENTS:

Essential duties require the mental and/or physical ability to: walk and stand for extended periods; bend and stoop to safely lift, carry, and maneuver heavy animals and large bags of pet food weighing up to 50 pounds; able to work in a noisy and odorous environment consisting of various small or large animals, reptiles, cleaning chemicals, or vicious, diseased animals; travel to various

locations to transport animals; perform repetitive hand movements and fine coordination to prepare reports and data using a computer keyboard and mouse/trackball, use standard office equipment; sit, reach, twist, turn, kneel, bend, squat, and stoop in the performance of handling animals; converse by portable radio transmission and hear tones, signals, and be clearly understood; interact with the public and all different levels of City staff in a professional manner.

PROBATIONARY PERIOD: Six months

183CS97

November 1997

Revised: May 2008

AAP GROUP: 18

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt